

~~CONFIDENTIAL~~

X1A

7 March 1955

Director of Training

Step Increases for WB Personnel

25X1A

1. In a recent discussion between [REDACTED] Personnel Officer, Headquarters, and [REDACTED] Personnel Officer, [REDACTED] the latter raised the question of the policy and procedures required to promote Wage Board personnel to the fourth step. Until further notice, the procedures as outlined herein will apply.

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2. Advancement from the third to the fourth step is restricted to outstanding employees as designated by supervisor, required a minimum of 52 weeks of service in the third step, and should be initiated by the immediate supervisor. In addition to the time and ability criteria, the employee's work performance must exceed "normal requirements with respect to quantity and quality." The employee must also:

(1) have demonstrated that he readily adapts himself to new and changing job situations with much less than the usual amount of supervisor instruction and follow-up,

(2) frequently have been given assignments which demand a higher degree of quality, speed, skill, or accuracy than is normally required,

(3) frequently have been given assignments requiring the solution of problems unusual to the operation or type of work involved, or

(4) frequently have been selected to work with or "break in" new employees or other employees on new or changed operations.

3. It should be emphasized that only outstanding employees should be recommended for the fourth step. Any recommendations

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approved through the chain of command [REDACTED]
Base should be forwarded to Headquarters, OTR Personnel Officer,
for review and final approval.

25X1A

MATTHEW BAIRD

OTR/LGW:ec

Distribution:

Orig. & 1 - Addressee

1 - [REDACTED]
1 - DTR
1 - OTR/Pers.

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SECRET

Approved For Release 2001/07/28 : CIA-RDP61-00017A000300110001

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

PO TR
1101 records

TELEPHONE

NO.

1A

DATE

9 March 1955

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. 25X1A DTR	11-A	3/9	3/10	MB		1. For signature and return.
2.						
3. PO TR 1103	1103	3/16	3/18	MB		
4. Pat or Elaine	11	3/17	3/18	PM		
5. Lorraine						1 to 2 Page one of the second memo will have to be redone before dispatch. MB
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						